

**WILLIAMSBURG
ARCHITECTURAL REVIEW BOARD MINUTES
Tuesday, October 14, 2003**

CALL TO ORDER AND ATTENDANCE

The regular semimonthly Architectural Review Board meeting was held on Tuesday, October 14, 2003, at 6:30 p.m. in the third Floor Conference Room of the Municipal Building.

Chairman Williams called the meeting to order. Present in addition to Mr. Williams were Board members Mr. Sandbeck, Mr. Spence, Mr. Durbin, Mr. Walker, Mr. Pons, and Mr. Watson. Also present was Zoning Administrator Murphy and Zoning Officer Beck.

CONSENT AGENDA

**ARB #03-082 Jackson/706-C Pollard Park – Exterior Change (handrail)
– Approved.**

Mr. Williams motioned to approve the consent agenda as presented.

Recorded vote on the motion:

Aye: Mr. Sandbeck, Mr. Spence, Mr. Durbin, Mr. Williams, Mr. Walker,
 Mr. Pons, Mr. Watson.
Nay: None.
Absent: None.
Abstain: None.

CORRIDOR REVIEW DISTRICT

**ARB #03-083 Monticello Shopping Center/Mountain Mudd
Espresso/220 Monticello Avenue – New Coffee Kiosk**

**ARB
SIGN #03-038 Monticello Shopping Center/Mountain Mudd
Espresso/220 Monticello Avenue – Building Mounted
Sign**

Kevin Malecki, presented his request for a coffee kiosk and building mounted signage for a proposed building to be located in the parking lot of Monticello Shopping Center. Mr. Malecki noted the following:

- Mudd Mountain Espresso is a franchise that has been in operation for about 10 years and is mainly located in the Midwest.
- It has approximately 300 stores in 26 states.
- The structure is 8' x 8', has plywood walls with a thinbrick covering by Robinson Brick Company, Old Brick Originals.

- A Cooley-Brite Forest Green colored vinyl roof is proposed.
- Building mounted signage consist of white vinyl lettering located on each side of the roof with each sign being 16.875 square feet in size.

A discussion following with the Board asking the following questions with the applicants response in italic:

- Where will the kiosk be located in the parking lot? ***The applicant noted that the building would be located in the parking lot towards Garrison Avenue. He presented a rough site plan noting a general location but stated they have not decided on a final location.***
- Does the kiosk have a foundation? ***He noted that the building would be tied down and would have a brick skirting as shown on one of the drawings.***
- How does the building receive power? ***He noted power would be feed form one of the utility poles and run underground to the kiosk.***
- Where would employees use the restroom? ***He noted an agreement with Soap and Suds has been met to use their restrooms.***
- Where would the gray water be dump? ***He noted an agreement with the City of Newport News had been reached to dump their gray water at the Newport News Campground sanitary pump station.***
- How will the building be protected from vehicles moving thru the parking lot? ***He noted metal bollard posts would be installed around the building.***
- Could bronze colored sashes on the windows be used instead of aluminum colored sashes? ***He stated that the sashes for the windows were actually white aluminum and not aluminum colored sashes.***
- How will the signs be illuminated? ***He noted the application indicates the roof being internally illuminated and understands that some other method of illumination would be required since the City does not allow the roof to be illuminated as shown on the drawings.***

A general discussion followed with the Board expressing concerns and suggestions:

- Externally illuminating the sign and ensure that the roof of the building will not be internally illuminated. Investigate a alternative roof materials.
- If bollards are proposed to protect the building a detail to include size and color must be submitted to the Board.
- Provide a site plan of the location of the building to include bollards, landscaping and any other site elements.
- A detail plan which includes foundation details should be provided.
- Provide a sample of the proposed brick. A brick that closely matches the existing brick on the shopping center is recommended.

- Revise the triple pane windows in the rear elevation, so that they match the single pane windows on the other elevations.
- The signs proposed exceed the 16 square foot allowed by the City's Zoning Ordinance. Revise the sign application to meet the signage allowed and provide external illumination as listed above. Any other signage on the exterior must be included with the final submittal (i.e menu board).
- It was noted that a photo provided in the package indicates trees adjacent to the building being illuminated with decorative lights. The applicant was advised that the City prohibits decorative lights on trees except for seasonal decorations between Thanksgiving and January 6th.

Mr. Williams motioned to conceptually approve ARB #03-83 & Sign# 03-038 in principle for the building and sign conditioned upon the following items being submitted with the request for final approval:

1. A site plan indicating the location of the building in the parking lot of the shopping center.
2. Samples of all materials to include the brick and roofing material.
3. The windows in the rear being one pane instead of three and in proportion with the height of the windows on the other elevations.
4. If bollards are proposed to protect the building; provide a detail with the size and color.
5. The site plan should include proposed landscaping around building.
6. Signs must be reduced to meet City requirements. Drawings of the proposed building mounted signage to scale must be submitted along with any proposed lighting. The illumination of the roof is not permitted in the City.
7. A foundation plan must be submitted for review. The picture provided indicates the building without a foundation. A picture of an existing building with the foundation proposed for this building would be helpful.

Recorded vote on the motion:

Aye: Mr. Sandbeck, Mr. Spence, Mr. Durbin, Mr. Williams, Mr. Walker, Mr. Pons.

Nay: None.

Absent: None.

Abstain: Mr. Watson.

CONCEPTUAL REVIEW

ARB #03-066

**Marriott-Fairfield Inn & Suites/1402 Richmond Road –
Exterior Changes to Motel**

Dilip R. Desai presented the revised conceptual plans for the Marriot-Fairfield Inn & Suites. A general discussion followed with the Board noting that the revised plans were an improvement over the previous submittal because the amount of EFIS proposed had been reduced. The Board asked the applicant to investigate with the architect the possibility of using brick around the towers on the north elevation towers to help break up and reduce the amount of EFIS being used on the 4th floor. Mr. Desai noted he would investigate this further with the architect and if possible would add brick. He complimented the Board on their suggestions and noted the Board's suggestions on other buildings he has constructed in the City resulted in a better design and look for the buildings.

Mr. Williams motioned to approve the conceptual plans for ARB #03-066 conditioned upon the applicant investigating the use of brick for the towers on the north elevation with the architect to reduce the amount of EFIS on the fourth floor with the submittal for final approval.

Recorded vote on the motion:

Aye: Mr. Sandbeck, Mr. Spence, Mr. Durbin, Mr. Williams, Mr. Walker,
Mr. Pons, Mr. Watson.

Nay: None.

Absent: None.

Abstain: None.

Minutes September 23, 2003

Minutes were approved as present.

There being no further business, the meeting adjourned at 7:45 p.m.

Jason Beck
Zoning Officer